

**THE MINUTES  
OF THE  
WARRANT COMMITTEE MEETING  
June 5, 2002**

Chairman Brusch called the meeting to order at 7:39 PM.

Members absent: J. Hilgenberg, D. Hobbs, and P. Morley

Also present: Selectman Anne Marie Mahoney, Selectman Paul Solomon, School Department Director of Finance & Administration Dr. Gerry Missal, Town Administrator Melvin Kleckner, Town Resident Jonathan Green (Precinct 1), Town Meeting Member Margaret Callanan (Precinct 7) and Town Treasurer Susan Kendall Freiner

Handout(s): (1) Projects Focused on Operating Belmont More Efficiently

***Reserve Fund Transfers***

1. *Legal (\$34,000)*

- Member Heigham made a motion, Member Flewelling seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$31K to Legal Services and \$3K to Legal Settlements from the Warrant Committee Reserve Fund.

2. *Town Clerk (\$20,000)*

Chairman Brusch stated the transfer is for the extended Town Meeting and the June 3<sup>rd</sup> election.

- Member Heigham made a motion, Member Hofmann seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$20,000 to the Town Clerk\_s budget from the Warrant Committee Reserve Fund.

3. *Recreation (\$9,400)*

Chairman Brusch informed the Committee of the breakdown of the transfer request: \$720 for the Thursday night program - additional custodian for the High School, \$4,470 for an additional lifeguard added last Summer, \$2,830 for overtime charges for the men\_s softball program custodian for last Summer, and an additional \$1,380 in programs. The additional lifeguard is included in FY03\_s Budget; while overtime charges for the softball program are expected to be covered by increased fees for FY03.

Member Flewelling asked if the Recreation Department made their target for revenue. Chairman Brusch said they expect they will, since pool passes are currently being sold. Member Miller asked what their revenue target was, and Chairman Brusch responded

\$500K to cover Recreation\_s administration portion, not maintenance of buildings which falls under Buildings & Grounds.

- Member Hofmann made a motion, Member Heigham seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$9,400 to the Recreation budget from the Warrant Committee Reserve Fund.

4. *Buildings & Grounds (\$46,091)*

Chairman Brusch said these expenses are due to expenditures for the Fire Department (fire alarm system), Town Hall (HVAC), the Highway Department (asbestos removal), Senior Center (computer maintenance), and the Waverley Library.

Member Oates noted her apprehension that most expenses are made known to the Warrant Committee after the fact. She asked if there could be some sort of monthly statement from Buildings & Grounds pointing out unusual occurrences. Mr. Kleckner said he would ask that of the Buildings & Grounds Department.

- Member Oates made a motion, Member Hofmann seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$46,091 to the Buildings & Grounds budget from the Warrant Committee Reserve Fund.

5. *Public Safety Communications (\$12,000)*

Chairman Brusch informed the Committee this transfer is to cover the shortfall for part-time salaries due to long-term absences from illness in that Department.

- Member Oates made a motion, Member Hofmann seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$12,000 to the Public Safety Communications budget from the Warrant Committee Reserve Fund.

6. *Software Licensing (\$10,000)*

This amount of this transfer will take the Town through calendar year 2004. Other money will be coming from Community Development, the Town Accountant, and Human Resources to compile the necessary \$34K for licensing. Only \$10K is needed from the Reserve Fund and will be put into the Buildings & Grounds budget.

Member Schafer counted 96 (not including Library) entries. Is that 96 computers or are there multiple licenses for these computers? Mr. Kleckner noted the amount of computers seems consistent with the amount of employees with computers.

- Member Hofmann made a motion, Member Flewelling seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$10,000 to the Buildings & Grounds budget from the Warrant Committee Reserve Fund.

7. *Town Treasurer (\$10,700)*

The request is mainly due to four items: \$6,100 for increases bank service charges, \$2,350 for postage, \$1,980 for office supplies (software and signature stamp change), and \$270 for police details.

- Member Hofmann made a motion, Member McCormick seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$10,700 to the Treasurer\_s budget from the Warrant Committee Reserve Fund.

8. *School Department (\$65,000)*

The School Department has possibly incurred this charge due to a Special Education lawsuit the Warrant Committee recommended the School Department go forward on in which they did not succeed.

- Member Heigham made a motion, Member McCormick seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$65,000 to the School Department budget if they necessitate these funds. If the School Department does not require this amount, then \$65,000 would then be transferred to the Health Insurance account from the Warrant Committee Reserve Fund.

9. *Council on Aging (\$10,400)*

Chairman Brusch said this request is due to a salary reclassification that will be covered in the FY03 budget. The Committee discussed the position and it\_s reclassification. Mr. Kleckner said this employee was initially hired on an interim basis, and this position was never classified before.

Member Oates stated the reclassification study has left her with too many questions and therefore, she will not support it.

Member Flewelling asked the Board of Selectmen what was their position on this request. Selectman Mahoney responded the Board has approved all the transfer requests.

Member Oates suggested the Warrant Committee consider the idea of having a salary freeze, not just a hiring freeze.

Chairman Brusch reinforced the fact if the Committee does not vote in favor of this request, then this salary will be the only one in the Town not accepted with the DMG reclassification plan.

- Member Hofmann made a motion, Member McCormick seconded said motion, and it was **voted by majority in favor** of recommending approval of transferring \$10,400 to the Council on Aging budget from the Warrant Committee Reserve Fund.
- Chairman Brusch, Selectman Brownsberger, Member Clark, Member Curtis, Member Flewelling, Member Heigham, Member Hofmann, Member McCormick, Member Miller, Member Schafer, Member White, Member Widmer voted **to recommend** said transfer.
- Member Oates **abstained** from voting with respect to said transfer.

10. *Health Insurance (\$486,438 of reversions from the Reserve Fund + \$30,590)*  
Chairman Brusch and the Committee reviewed the memo from former Town Accountant Steve Szabo to Town Administrator Mel Kleckner. The additional \$30,590 is the remainder from the Reserve Fund.

- Member Heigham made a motion, Member Hofmann seconded said motion, and it was **unanimously voted in favor** of recommending approval of transferring \$515,028 to the Health Insurance budget from the Warrant Committee Reserve Fund.

### ***Discussion of Structural Change Action List***

#### *1. Change group medical health care provider*

This item is already ongoing and under the Administration. Member Widmer and Member Curtis are working on this issue. Selectman Brownsberger hopes this will be moved at a pace so it will be completed in FY03 including the transition costs.

#### *2. Creating a Public Works Department*

Chairman Brusch noted the Board of Selectmen will be taking the lead on this. Selectman Brownsberger discussed possibly having a Committee to work with dealing with the personnel and operations in this consolidation.

Member Schafer asked what is included in the term “Public Works?” Selectman Solomon stated he has spoken with five surrounding towns. Departments included are: Highway, Water, Light (sometimes), Cemetery, Recreation, and Buildings & Grounds.

Member Heigham asked if this includes Schools and Selectman Solomon responded in some cases yes. Dr. Missal noted Concord does not include the School maintenance in their DPW.

Selectman Mahoney suggested asking the Department Heads of those departments to get together and work out what would make sense.

Member Hofmann noted a member of the Warrant Committee should be on each of these Committees/Groups being formed from these Action Items.

Selectman Brownsberger informed the Committee the Board of Selectmen plan to schedule a meeting with the Water Department along with the Managers/Boards of those aforementioned departments possibly for the June 24<sup>th</sup> Board of Selectmen meeting.

Member Clark asked if the Town can get an administrator with experience in this area from the outside to assist in the discussion.

Member Widmer suggested since other Towns have been through this process, he would like to ask those Towns how they went about consolidating.

Member White said they have an obligation to have a financial perspective on all of these projects, and that is why a Warrant Committee member ought to be involved in each of these Action List Items.

Member McCormick thinks this is as great opportunity for the Board of Selectmen to step up and take the reigns in this process.

Member Miller volunteered to be on the "Create a Public Works Committee."

Selectman Brownsberger modified his earlier suggestion and he will ask the Boards of those Departments and Member Miller to come to the next Board of Selectmen meeting.

3. *Pay as you throw*

Chairman Bruschi and Selectman Brownsberger discussed the need for citizens to discuss this topic further. This will be led by the Board of Selectmen.

Member Heigham volunteered to be part of this group.

4. *Re-evaluate solid waste disposal program in anticipation of expiration of current contract*

This is on the Board of Selectmen's to-do list for FY03. Since it does not take effect until FY05, this will be discussed further at a meeting next year.

5. *Reviewed town owned vehicle practice*

Members Hilgenberg, Oates and Hofmann volunteered to be part of this group. This will stay at the Warrant Committee level, be worked on this Summer, and the Committee will report to the Board of Selectmen following the first meeting in September of the Warrant Committee.

6. *Review resource sharing options among Town Departments*

This is a joint issue between the Board of Selectmen and Warrant Committee. This Action Item includes outsourcing, sharing of resources, and more efficient ways of dealing with technology.

Member Shafer noted this may be difficult since people would be transitioning out of the Annex for some time.

Ms. Callahan said to go into this idea slowly. She suggested taking three things and focusing on those. Then employees could see what the idea of this resource sharing was all about.

Selectman Brownsberger said he is interested in building a Committee of around six people consisting of a couple Warrant Committee members and a couple people recommended by the Board of Selectmen.

Warrant Committee volunteers will be coming shortly.

7. *Establish bulk purchasing of supplies*

This is an internal issue that Member Morley will work on with Mr. Kleckner. Dr. Missal said the Schools have joined with TEC (The Education Collaborative) as part of the bulk purchasing of paper. He noted TEC has no problems adding Town buildings and departments to this program. Dr. Missal and the Library may also be incorporated in this group at a later time.

8. *Review use of overtime*

The Warrant Committee will have a committee regarding this issue.

Member McCormick and Chairman Brusch volunteered to be part of this 3-4 person committee.

9. *Review collective bargaining contracts for financial impact*

Chairman Brusch said this is not to make policy, but to look at the financial implication of these contracts. This is to be done this Summer since the Board of Selectmen will be negotiating contracts this fall.

Chairman Brusch and Members Curtis and Oates as well as Selectman Mahoney volunteered for this group.

10. *Review branch libraries*

Chairman Brusch said the Board of Selectmen have committed to having a public process in the fall. A small group would need to meet this summer and do some homework of potential costs, not merits of keeping the branches open or closed. This would merely be a structure for the Board of Selectmen to use in the fall.

Members Schafer, Heigham, Hofmann, Hobbs, Flewelling and McCormick volunteered to be in this group.

11. *Review police staffing*

Selectman Brownsberger mentioned he hopes Member Hilgenberg, Member Widmer and Ralph Jones are interested in being involved in this group and can review this topic in the next six weeks. Member Oates informed Selectman Brownsberger that Member Hilgenberg would be away during that time period.

Member White also volunteered for this group.

12. *Review early retirement incentive program*

Chairman Brusch said a couple of Town Meeting Members called her and wanted to make sure some Warrant Committee members are involved in this discussion. Selectman Brownsberger said this group will need to commence after some information has been gathered from the Police Staffing Group (Action Item #11). Selectman Brownsberger said the Board of Selectmen will discuss this at their meeting on July 8<sup>th</sup>.

Treasurer Freiner volunteered for this group. Chairman Brusch will search for Warrant Committee members in the near future.

*13. Investigate election of Selectmen earlier in the year*

Member Heigham said he thinks there is a February to May window in electing a Selectman. Selectman Solomon asked why this is an issue. Chairman Brusch responded that it seems the annual budget process is held up due to Selectman election races concurrent to the budget schedule. Since the window really does not provide relief to this item, it may have to be stricken from the Action List.

Dr. Missal suggested the election may still take place at the same time, but he suggested having their term begin at a later date, such as the conclusion of Town Meeting or on a specific date. This may require a bylaw change.

Member Curtis is concerned this would create a “lame duck” issue.

Member McCormick suggested Member Heigham look into the legal aspects further.

Chairman Brusch stated this issue would be taken up in the fall.

*14. Consider consolidation of Youth Commission with Recreation Department in conjunction with the School Department*

Chairman Brusch stated in some way there needs to be a coordination of these departments, if not formal, than in some cohesive way to work together.

Selectman Solomon asked about the financial implications involved. Chairman Brusch responded there were probably none except in support services, but it would help in other aspects within those departments, specifically in the service end.

This matter will be worked on by the Board of Selectmen.

***Other***

Chairman Brusch said this summer the Committee would receive information regarding the classification study.

She also asked the Committee to start considering the funding of the Wellington School Project. It was mentioned that never before has the Town gone ahead and begun a project like this without the reimbursement in hand.

Town Moderator Hall will appoint the three new members by June 23<sup>rd</sup> (to take the places of Members Clark, Freiner and Hilgenberg).

***Acceptance of Minutes***

Member Hofmann made a motion, Member Oates seconded said motion, and it was unanimously voted to accept the minutes as amended of May 28, 2002.

Member Hofmann made a motion, and it was unanimously voted to adjourn the meeting at 9:47 PM.

Respectfully submitted,

Kristina E. Frizzell  
Interim Recording Clerk